

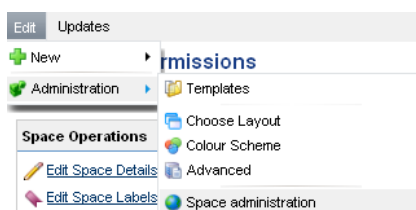
Managing editing and viewing rights in Brookes wikis

Within the wiki there are two types of rights – space rights and page rights. The wiki will check the space rights first and make sure that users have appropriate permissions at the space level. Once they fulfil the criteria at the space level individual page rights will then be checked and applied.

Managing space rights

The management of editing and viewing rights in an individual wiki space can be carried out by staff with administrative rights to that wiki space. You will need to be logged into the wiki to carry out these tasks.

Click on **Edit** and choose **Administration** from the drop down menu, then **Space administration**.



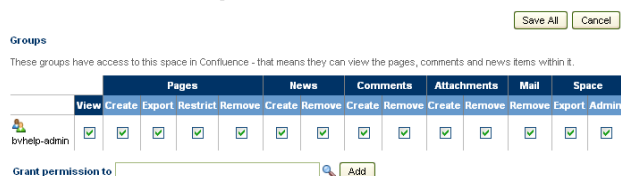
Click on **Permissions** from the left hand menu. Three sets of permission types will be displayed – **Groups**, **Individual Users** and **Anonymous Access**.

To edit the permissions for any of these types of users click on the **Edit Permissions** button under the appropriate section.

A screenshot of the 'Permissions' page in a wiki. The page is divided into three main sections: 'Groups', 'Individual Users', and 'Anonymous Access'. Each section has a table of permissions for various actions like 'View', 'Create', 'Export', 'Restrict', 'Remove', 'News', 'Comments', 'Attachments', 'Mail', and 'Space'. The 'Groups' section shows permissions for 'bvhelp-admin'. The 'Individual Users' section shows permissions for 'Abi Ball'. The 'Anonymous Access' section shows permissions for 'Anonymous'. Each table has an 'Edit Permissions' button below it.

To add group permissions

Fill in the **Grant permission to** box and then click on the **Add** button.



If you do not know the title of the group you want to add use the search icon (the magnifying glass) to search for it. Put the title in the search box and then click on **Search**. Put a tick next to the name(s) of the groups displayed and then click on **Select Group(s)**.

Group Search

A screenshot of the 'Group Search' form. It includes a search box with a 'Search' button. Below the search box, there is a list of groups with checkboxes next to them. The groups listed are: bapn-forum, bbsi-firstyears_sept09, bbsi-team, bbsi-view, bess-admin, bbsi-admin, bsa-admin, bsa-associates, bsti-admin, and bsti-postgraduates-2010-11. At the bottom, there are navigation buttons: '<<Previous', '1', '2', '3', '4', '5', '6', '7', '8', '...', 'Next>>', and a 'Select Group(s)' button.

The group will be added to the **Groups** section. Put a tick in all of the permissions that you want the group to be able to have. To be able to edit pages the permissions must include **Create Pages** rights – there is no separate edit right option.

Permission	What users can do with this permission
View	View a space but cannot edit anything on it.
Create pages	Create and edit pages.
Export pages	Export pages to PDF files or Word documents.
Restrict pages	Set permissions on an individual page.
Remove pages	Delete pages.
Create news	Create and edit news items.
Remove news	Delete news items.
Create comments	Create and edit comments.
Remove comments	Delete comments.
Create attachments	Add attachments to pages.
Remove attachments	Delete attachments from pages.
Remove mail	Users can remove messages from the mail archive.
Export space	Allows the entire space to be exported in various formats (e.g. PDF or XML).
Space admin	Allows key administrative tasks such as setting permissions, configuring the theme and mail options to be performed.

To remove a group's rights to a space simply take out all of the ticks in the group section.

Groups

These groups have access to this space in Confluence - that means they can view the pages, comments and news items within it.

		Pages					News		Comments		Attachments		Mail	Space	
	View	Create	Export	Restrict	Remove	Create	Remove	Create	Remove	Create	Remove	Remove	Export	Admin	
bapn-admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
bvhelp-admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Grant permission to

Click on the **Save All** button to save your changes.

To add individual permissions proceed as above but instead of adding group names, add individual user names.

Anonymous permissions apply to people who have not logged into the Brookes wiki server – it is not recommended that you enable any permissions other than view for anonymous users.

Managing page rights

To set individual page rights, navigate to the page and click on the **Edit** icon.



Location: Brookes Virtual Help [EDIT](#)

Restrictions: [EDIT](#)

Viewing: bvhelp-admin
Editing: bvhelp-admin

Labels: [EDIT](#)

Scroll down to the bottom of the page and click on the **Edit** button next to **Restrictions**.

From the expanded window choose to restrict page **viewing** or page **editing**. Then choose who you want to apply the permissions to from the **Choose – me, users** or **groups** options and add the appropriate individual or group to the text box. Click on the **Add**

button.

Restrictions: [DONE](#)

☒ Restrict viewing of this page ☐ Restrict editing of this page

[Choose me](#) | [Choose users](#) | [Choose groups](#) | Enter user/group name(s): [Add](#)

Viewing restricted to:	bvhelp-admin	Remove
Editing restricted to:	bvhelp-admin	Remove

Permissions will be displayed as above. Click on the **Remove** link at the end of the line to remove the permissions. Click **Save** to save the permission changes.

Please note – view permissions are inherited in the wiki. If a parent page has viewing permissions applied, any child page created from it will have the same view permissions. Edit permissions are not inherited, these need to be applied separately to each page that you want to restrict.

Restrictions: [DONE](#)

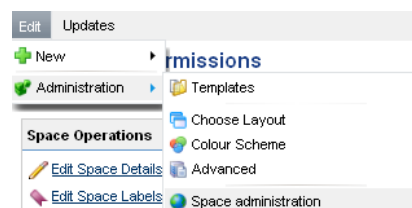
Inherited view restrictions apply to this page.

Inherited view restrictions are set on pages higher up in the hierarchy. A user must be included in at least one user or group on each page in order to view this page.

Viewing restricted to:	bvhelp-admin (Home)
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If you want to remove view permissions from a child page you have to go up a level to the parent page and take the permissions off there.

To view a summary sheet of restricted pages for the wiki space, click on **Edit>Administration>Space administration**.



Click on **Restricted pages** from the left hand menu – a list of those pages with active view and edit permissions will be displayed.

Please note – pages that have inherited view permissions will not be displayed on this page, only those where view permissions were directly applied (i.e. parent pages) will be listed.

The permissions can be removed by clicking on the padlock icon at the end of each line.

Restricted Pages

Dashboard > Space Administration > Restricted Pages

Space Operations

- [Edit Space Details](#)
- [Edit Space Labels](#)
- [Remove Space](#)
- [Copy Space](#)
- [Trash](#)

Theme Builder

- [Choose Layout](#)
- [Manage Layouts](#)
- [Online User Guide](#)
- [Set Parent Space](#)

Community Bubbles

- [Space Watchers](#)
- [Space Favourites](#)
- [Forum Admin](#)
- [Convert Space to Community](#)

Security

- [Permissions](#)
- [Restricted Pages](#)

This report shows all the pages where access is restricted to specific groups or users by page level permissions.

Title (Space)	Type	Permitted User/Group	Creator	Created	Operations
Home (Brookes Virtual Help)	Edit	bvhelp-admin	Abi Ball	May 06, 2010	
	View	bvhelp-admin	Abi Ball	May 06, 2010	